

Certified Nurse Aide (CNA) Refresher Course Instructions/Guidelines

The CNA refresher course is designed for CNAs who have not met the requirement that they have been employed to perform nursing tasks in the past 24 consecutive months.

Refresher courses may be sponsored by:

- a) a community college, area technical school, or a proprietary school approved or accredited by the Kansas department of education,
- b) an adult care home,
- c) a licensed or distinct part long term care hospital unit, or
- d) an educational institution which is under the state board of regents.

Federally-imposed bans on training will not restrict an adult care home from sponsoring the course. The bans on training are not applicable under the state law KSA 39-936(c)(6) which is the authority for this course.

The instructor must meet the same requirements as those specified in KAR 28-39-166 for instructors of the 90-hour certified nurse aide course. The instructor must be approved by the department before teaching the course.

The course consists of five hours didactic and five hours laboratory/clinical. The following topics must **all** be covered in the didactic portion of the course. Items four through nine must also be covered in the laboratory/clinical portion of the course. All of the laboratory/clinical portion of the course may be covered in a laboratory.

1. The nurse aide's responsibility in health care delivery
2. Communication
3. Resident's rights (including preventing and reporting ANE)
4. Safety (including the Heimlich maneuver)
5. Infection control (including handwashing)
6. Bed-making
7. Personal care skills (including feeding, bathing, dressing, elimination needs, skin care)
8. Transfers, positioning and turning
9. Measurement and recording of vital signs

The sponsor must submit a course approval application form (enclosed) at least **three weeks** before the start date of the course, unless the sponsor participates in the sponsorship program. In that case, the course information sheet (enclosed) must be submitted **one week** prior to the start date of the course. The sponsor must receive approval and an assigned course approval number **before** beginning the course.

At the conclusion of the course, the sponsor/instructor will send the certified nurse aide continuing education instructor roster (enclosed) to Health Occupations Credentialing, listing the certified nurse aides who successfully completed the course. The sponsor/instructor will also send the nurse aide continuing education update certification form(s) (enclosed) giving the pertinent identifying information for each certified nurse aide.

Once the roster and certification forms are received, the registry will be updated to show that the certified nurse aide is eligible to work.